

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 298PAGE
NO. 1. ✓1. Requesting Agency **MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION**2. Division or Bureau of Requesting Agency
ADVANCED PLANNING SECTION

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. MANUSCRIPT MAPS

Size: 40" x 50"

Dates: 1953 - -

Quantity: 112 map tubes and 10 map drawers
(total 42 cubic feet)

File Arrangement: By subject and number

Index: Card Index (see Item 5)

These are the original manuscript maps on paper, sepia or linen which originate in the process of planning and are duplicated by printing or other method for use of the Commission and for general distribution.

RECOMMENDATION: RETAIN PERMANENTLY.

2. MAPS AND PLATS

Size: 40" x 50"

Dates: 1953 - -

Quantity: 27 barrels (54 cubic feet)

File Arrangement: Numerical

Annual Accumulation: 15 cubic feet

Index: Card Index (see Item 5)

This file contains printed maps and plats prepared by the Department or obtained from other sources and is the working file used by the

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

John F. Kishel

Signature

SECRETARY - TREASURER

Title

6/20/57
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

344-1037

Date

Morris S. Radloff

Archivist

JUN 19 1957

Date

McL...

Secretary

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engineers in planning for the Maryland-Washington Regional District. The file includes photographic negative and positive prints, acetate overlays, and printed maps and plats hand-blocked in color to record economic, zoning, population, assessment, or other pertinent information. These maps are occasionally used for reference in planning or re-planning, even after the project for which they were prepared has been approved or rejected.

- A. RECOMMENDATION: RETAIN PERMANENTLY THE FINAL MAPS FOR COMPLETED PROJECTS, WHETHER APPROVED OR REJECTED.
- B. RECOMMENDATION: RETAIN ALL OTHER MAPS FOR THREE YEARS AND UNTIL THEIR RESEARCH, PLANNING, OR ENGINEERING VALUE HAS CEASED.

3. LAND USE AND STATISTICAL ATLASES

Size: 20" x 26"
Dates: 1953 - -
Quantity: 8 volumes
File Arrangement: By subject and number
Index: Card index (see Item 5)

The Atlases prepared by the Department contain linen-backed maps of the Maryland-Washington Regional District in Montgomery and Prince George's Counties showing existing land use and statistical information in hand blocked color, and are used for reference in planning.

RECOMMENDATION: RETAIN PERMANENTLY.

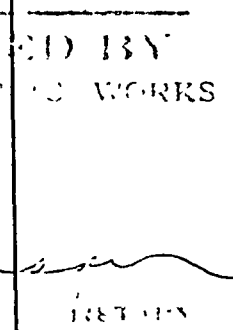
4. GENERAL CORRESPONDENCE

Size: 8½" x 11"
Dates: 1953 - -
Quantity: 12 file drawers (2½ cubic feet)
File Arrangement: By subject and chronological therein
Annual Accumulation: 2½ cubic feet
Disposable Amount: 2½ cubic feet

This file contains general correspondence with the Commission and other agencies and departments, State and Federal, on matters pertaining to development of the Maryland-Washington Regional District.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.

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6. Recommendation of Hall of Records and Board of Public Works.

5. MAP AND PLAT CARD INDEX

Size: 3" x 5"

Dates: 1953 - -

Quantity: 1 card drawer

File Arrangement: Numerical and alphabetical

The Card Index covers Manuscript Maps (Item 1), Maps and Plats (Item 2) and Land Use and Statistical Atlases (Item 3). In this index, numbers from 1 to 15 have been assigned to 15 appropriate subjects; each map is then filed according to the proper subject-number and a descriptive card is prepared and filed under the subject number and alphabetically therein by title of the map or plat.

RECOMMENDATION: RETAIN PERMANENTLY.

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SECRETARY